Child Care Resource and Referral RFP
Questions / Responses
March 15, 2011

1. **Q. Define and explain "Capacity Building."**
   p8 Consumer Ed & Referral Services and <u>Capacity</u> Bldg
   p9 - Emergency Preparedness & <u>Capacity</u> Bldg

   A. Referenced on page 8 . . . .with regard to consumer education and referral service as well as on page 9 in terms of emergency preparedness and capacity building. These services are related to the CCR&R agency's efforts to build the community's awareness and involvement in child care and issues related to child care such as workforce development and emergency planning and preparedness. CCR&R contractors are part and parcel of the local community's services including school age services. Emergency preparedness has become and will continue to be not only a focus of Louisiana but also of the Office of Child Care at ACF. DCFS will require that resource and referral are a local voice for the needs of parents and child care providers in centers as well as in home providers and family child care in discussions focused on emergency situations such as shelter in place

2. **Q. Re: 50% training of child care providers in infant/toddler <u>Early</u> <u>Learning</u> <u>Guidelines</u> and Pre School <u>Program</u> <u>Standards</u> p 10 #5**

   Q Will child care programs be required (by licensing or other governance) to take these classes? (Early Learning Guidelines & Program Standards)

   A. DCFS wishes to make this training accessible through this requirement; however this training is not required by DCFS Licensing Section although it is required for programs participating in Quality Start.

3. **Q. Are t/a visits required per center or per participant taking classes?**

   A. Each proposer will propose how they will make technical assistance available.

4. **Q. What are "training and technical assistance modules?" p 12 – 1st paragraph**

   A. The contractor will be required to collect and report monthly on project activities using NACCRRAware Training, Tracking and Technical Assistance modules. NACCRRA introduced their enhanced data services in modules: Training Tracking modules and Technical Assistance module

5. **Q. May education (degree in child dev or related degree) be substituted for some years of experience? Re:Pathways model p 48**

   A. Re:Pathways model p 48
   CCR&R staff qualifications build upon LA Pathways Child Care Career Development System requirements. In other words, staff must have a current Trainer approval and the additional experience identified.

6   **A. Q. Is the R&R required to provide training and technical assistance to** (all) **child care providers?**
p. 11 – 2nd to last paragraph

A. CCR&R contractors are required to make training and technical assistance services available to all providers within their region throughout the term of the contract.

 B. Q. Are child care providers required to receive training and t/a visits?

A. Child care providers may receive training from any LA Pathways approved trainer. Providers are not required to use the services of the CCR&R contractor in their region.

7. **Q. When will the DCFS "approved checklist" for CCAP family child day care homes be provided to the R&R's**

p 11 2nd to last paragraph

A. Following the awarding of CCR&R contracts, these contractors will review checklists used by other states and develop the checklist for use during the contract. This checklist will serve as a guide for technical assistance and as baseline information for DCFS regarding health and safety and child development services of family child care.

8. **Q. Page 9 – 3rd paragraph – last sentence - Discuss & Explain what is meant by "contractor's specific responsibilities will be determined prior the execution of a contract.**

    Is this another contract or does this pertain to this RFP?

A. During contract negotiations the emergency preparedness role of each regional CCR&R will be discussed and added as appropriate to the contract. Another contract is not planned at this time.

9. **Q. Are R&R's able to issue training clock hours in smaller than 3 hour blocks?**

A. Following discussion with DCFS Licensing Section and LA Pathways, this will also be determined during the meeting with CCR&R contractors following contract award.

10. **Q. What are the requirements for inclusion training & TA?**

A. It is expected that inclusion training and technical assistance will support the goals of including children with special needs and all children in child care.

11. **Q. Can work be sub-contracted to agencies – for example, can the CCR&R contract with an agency for inclusion training & TA?**

A. Subcontracting is permitted under this contract. DCFS will review and approve the subcontracting prior to execution.

12. Q. Page 17. Please clarify the difference between instructor lead and on-site training

A. Instructor lead training is described as typical class room setting most often in a training room located in the contractor's agency, library, community center or a provider's child care setting outside of business hours. Onsite training would also be instructor lead but most often to a small group during the child care business hours.

13. Q. Is there a particular font size?

A. No.

14. Q. Can more then 1 contract be awarded within one region?

A. The goal is to have one contract per region for the comprehensive CCR&R services described as Consumer Education and Referral, Child Care Provider Training and On-site Technical Assistance

15. Q. What is the state approved mileage rate?

A. The state approved mileage rate is $0.48 per mile at this time.

16. Q. If there are over 400 centers in a region, is the contractor required to provide 400 computers?

A. Each contractor must have available a computer for providers to use for training in each regional office. It is not expected that a computer be provided for each child care provider.

17. Q. Who are the current providers?

A. There are 5 current CCR&R agencies providing services in the nine DCFS regions. The providers are Agenda for Children, Children's Coalition of Northeast Louisiana, First Three Years, Northwestern State University Child and Family Network, and Volunteers of America of Greater Baton Rouge.

18. Q. Where can I find a list of current providers?

A Located on the Quality Start Child Care Rating System website. Link to CCR&R agencies is: http://www.qrslouisiana.org/child-care-providers/rr-information

19. Q. Are there specific value-added services that the department is looking for to support the required services?

A. This RFP describes the minimum expectations and indicators required to execute this contract. Each region and therefore contractor has the opportunity to describe how they will add value in their region.

20. Q. What happens if a proposal is accepted, but exceeds the funds available for a region?

A. DCFS will negotiate with each contractor selected.

21. Q. How much less funding is available to support program services across the state?

A. At this time, DCFS does not anticipate a reduction in funding.

22. Q. Will current agency staff that are in pursuit of path ways certification be allowed to provide contract services in the new contract?

A. The goal of CCR&R services is to provide parents with information about the value of quality child care and to build the capacity of child care providers to meet the increasing school readiness expectations of children. These services require not only experience but special skills, attitudes and education. DCFS through licensing and the Quality Start Child Care Rating System has increased the staff qualification requirements for those working in child care settings in an effort to improve the quality of care. Through this requirement, DCFS will require that those providing training, technical assistance, and consumer education and referral meet minimum requirements.

Contractors may request a waiver of this requirement and include specific explanation in their proposal for consideration.

23. Q. Why did the department restructure the contract to require separate proposals to work in each region?

A. The goal is to provide a consistent level of services in every DCFS region

24. Q. Is there an amt of money to determine capital purchase?

A. For the purpose of services awarded through this RFP, the purchase price of an item is not used to determine if an item is a capital purchase. For example, computer equipment, desks, chairs, and file cabinets are all considered capital purchases regardless of the acquisition cost. A capital purchase differs from supplies in that supplies are consumable through normal use in no more than one year's time.

25. Q. Will a standard NACCRRAware report be used for monthly reporting or will it need to be a created query?

A. The goal is to use NACCRRAware in order to make reporting consistent across contractors for the requirements in this RFP. Early in the contract period these reports will be identified and/ or created and all contractors will be expected to use the same reports and elements.

26. A. Q. Is there limit on narrative or suggested #pgs?

A. There is no limit on the number of pages in the proposal.

B. Q. To confirm – one budget per region including all services?

A. Yes

27. Q. TA definition as "overtime" seems to contradict earlier limits. Is there a limit on # of visits per site?

A. From page 11, this term "over time" was used to describe the ongoing involvement of the CCR&R agency. There is no limit on the number of visits per site.

28. Q. Reference guidelines, standards, CDA etc? Does this mean all training is based on them and consistent with?

A. Yes, not only should all training be based on these state and national best practice standards but each agency should give information that tells providers about what this training includes based on these standards. The goal is to offer professional development opportunities that inform the teacher, director, special educator, pre-k, or infant toddler teacher

29. Q. Public Awareness & Outreach – last sentence "The contractor will conduct public awareness events for parent, business, & civic groups, at least quarterly." Does "conduct" mean to develop/design the event or can participation in a community event qualify? example: display booth @ OLOL Healthy Kids Fun Fest

A. It is our expectation that CCR&R agencies make opportunities to inform the public about not only their services but also the importance of quality child care and the resources that are available to support early education providers in their goal of school readiness. These opportunities might include participation in public events as well as outreach to community organizations.

30. Q. CC Provider Training & On-Site Provider Technical Assistance 3rd paragraph Are required trainings included in the number of requirement of offering a minimum of 20 training sessions per quarter?

A. These trainings may be part of the minimum of 20.

31. Q. Proposal Narrative
   a. Program Description
   What is meant by "organizational structure"? 1st paragraph

A. The structure may be described in an organizational chart or a narrative that describes both the position and person (if available) who will provide services and oversight for this contract.

32. Q. Budget Narrative
"Should detail all Budget Line Items under each Expenditure Category –
Explain?

A. The Budget Narrative should explain how the line item total was achieved. For example, the amount specified in the Travel line item should detail which staff members will be traveling, where they will be traveling and the purpose of the travel. See further details relevant to each budget section on pages 20, 21 and 22 of the RFP.

33. Q. FCC Provider or Advisory Council Meetings How often? Where can info be found in RFP?

A. This is not a required service in this RFP.

34. Q. Is out of state travel to visit other R&R Agency's allowed?

A. Out of state travel in this contract is not required. In these difficult budget times, technology is available to make information more accessible.

35. Q. Are TA Specialist required to deliver the ERS assessment scores for Quality Start?

A. This service is not directly addressed in the RFP.